

DIRECTIVE NO.	GPG 2810.1
EFFECTIVE DATE:	April 16, 2003
EXPIRATION DATE:	April 16, 2008

APPENDIX G - CENTER ACCOUNT REQUEST DOCUMENT

INSTRUCTIONS FOR COMPLETION OF ACCOUNT REQUEST DOCUMENT

1. An Account Request Document required for each user who requests access to a multi-user IT system.
2. Affiliation - organization code, company name, university name, or other affiliation identification.
3. If not a US citizen, indicate citizenship status, such as Permanent Resident Alien or Foreign National. If not accessing the system from within the United States, indicate from what country normal access will occur.
4. For non-Government employees, identification of the official relationship of the requester to NASA (e.g., grant, Memorandum of Understanding, contract, or other work agreement).
5. Access Levels of user – Privileged, Limited privileged, Non-privileged. Foreign nationals who are not international partners cannot be granted privileged or limited privileged access.
6. A Government management official's signature, such as a Branch Chief, Resource Monitor, Grant Monitor, data owner, or Contracting Officer's Technical Representative (COTR), who approves the legitimate need to access the systems to perform, authorized Government activities. A Government designee may be appointed to sign in place of the Government management official.

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ACCOUNT REQUEST DOCUMENT

Last Name First Name Middle
Initial

Mailing Address

Telephone Number Email Address

Affiliation

Citizenship of the Requester

System, or group of systems, for which an account is being requested

Level of user privileges afforded to the account

Acknowledgement Statement

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

Requester's Signature Date Signed

APPROVED BY:

Name _____

Title _____ Org Code _____

CHECK THE OSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdnuc.osfc.nasa.gov/gdnuc> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.